

REQUEST FOR PROPOSAL

Organization: The Statewide Internet Portal Authority

Position Title: Executive Administrative Consultant

Contract Duration: 180 Days (Minimum)

Application

Organization – Statewide Internet Portal Authority

The Statewide Internet Portal Authority (SIPA) exists to establish, operate and maintain the Statewide Internet Portal. SIPA is charged with the development of an efficient means of providing access to information, products, and services to the citizens of Colorado through the use of innovative technology solutions. The Statewide Internet Portal will make available one-stop electronic access to state and local government, providing members of the public an alternate way to transact business with state and local government.

Position Title: Executive Administrative Consultant

The Executive Administrative Consultant (Administrator) will be guided by CRS 24-37.5-203.5, the SIPA Strategic Business Plan and SIPA Board approval and authorization. The responsibilities of the Administrator will include but not be limited to the following:

1. Directing day-to-day operations of the SIPA staff, implementing the directions of the SIPA board, managing the administrative/financial affairs of the board and the staff, and advising the board on the implementation, operation and maintenance of the Portal.
2. Facilitating the process for recruiting and hiring an Executive Director.
3. Maintaining oversight of and managing both the Portal Integrator and the Portal IV & V contractor.
4. Hiring and firing of staff, reviewing, and proposing contracts between the SIPA and vendors/customers, and negotiating with State and local governmental entities for support in implementing Portal services.
5. Establishing and maintaining (monitoring and reporting on) budgetary spending profiles.
6. Advising the board on the implementation, operation and maintenance of the Portal. Participating in the review and approval of RFPs, vendor selection and contracts for products and services used to implement Portal functionality.

Contract Duration: 180 Days (Minimum)

This contract will be authorized for a 180-day period. Contract extension may be authorized by the SIPA Board.

Application

Applicants may respond to this RFP by submitting, via email, a letter of interest, resume and fee requirement no later than close of business, Wednesday, November 3, 2004, to:

portalauthority@state.co.us